



## **Medical Policy**

**Reviewed by Health and Safety Committee 26<sup>th</sup> May 2016**

**Recommended by HR Committee 15<sup>th</sup> June 2016**

**Approved by Trust Board 12<sup>th</sup> July 2016**

**Date of Next Review: Summer 2019**

# REDDITCH RSA ACADEMIES TRUST

## MEDICAL POLICY/PROCEDURE

### **Aim**

To ensure the medical safety and welfare of all persons [students and staff] in the school by supporting and caring for anyone who is taken ill or is injured during the school day and ensuring that anyone who needs to take medication can do so safely.

### **Statement**

Any illness or injury will be reported to the school nominated First Aid Officers who will decide on the action to be taken, as follows:-

- In **minor cases**, the person will be assessed, treated and, when a student recovers, returned to the classroom.
- In more **serious cases**, the person may be allowed a short time to recover in the medical room. If the student does not recover sufficiently to return to the classroom after a short time, parents will be contacted to take their child home. If an appropriate adult is unavailable then alternative arrangements will be made.
- In circumstances where hospital care is felt to be appropriate, the emergency services will be called and an ambulance will take the person to hospital. If a student, the parents will be contacted. If an adult, an appropriate friend or family member will be contacted. An adult should normally accompany the ambulance: in normal circumstances this will be the parent if they arrive in time, or a family friend. In some cases it may be more appropriate for the parent to meet the ambulance at hospital and a member of staff will remain with the student (and accompany the ambulance) until a parent is present. Students will be taken to hospital in staff cars if necessary. Student personal and contact details will be given to the ambulance personnel.
- **Head injuries**  
In **all** cases either, where possible, parents will be contacted by telephone or a letter will be sent home with the student. If concussion is suspected parents will be recommended to consult a doctor immediately.
- **Medicines**
- Students should only bring prescribed medicines to school, accompanied by a written request from parents. All medicines should be carefully labelled with the student's name and instructions regarding dose, and the time(s) at which it should be taken.
- Medicines will be locked away securely and administered only by the school's First Aid Officer in the medical room at appropriate times; EXCEPT in cases of life threatening conditions e.g. Epipen, or Insulin users. Where required to do so by a

prescribing doctor, students will carry their medication on their person, but it must not be accessible to other students. Wherever possible a reserve injector will be kept centrally where it can be accessed quickly if necessary. In such cases, a Healthcare plan will be agreed between the school, the parents and the School Nurse. This will include emergency action plans and will be updated annually.

**Provision of medication is a parental responsibility.**

- Non-prescribed or commercially available medicine will not be held by/administered by the school. Painkillers, e.g. Paracetamol, will not be administered unless they have been prescribed by a doctor.
- Controlled drugs, e.g. Ritalin, will be kept double locked, i.e. in a locked container within a locked drawer or cupboard. A record of all additions to stock and amounts administered will be kept, with the balance of stock recorded. All additions to stock and administrations will be signed for by the person in charge, and countersigned by a witness (this is a legal requirement). The taking of the drug must be witnessed by the member of staff giving it to the student concerned. Under no circumstance will any amount of the drug, however small, be given to a person other than that for whom it has been prescribed.

All referred illness will be logged and recorded.

Serious injuries to students will be logged in the Pupil Accident Book. More serious injuries will be reported to the Health and Safety Committee.

All injuries to staff or visitors (including contractors working in the school) will be recorded in the Staff / Adult / Visitor Accident Book and reported to the Trust Board.

***THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE TRUST'S HEALTH & SAFETY POLICY and the Handbook of Safety Information, Worcestershire County Council, which represents the Employer's Health and Safety Policy.***